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9/10/2019

RE: FOIA Request- Tracking Number #875982

Beryl Lipton:

I am writing in response to your requests for information, dated 3/25/2019, made pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Your request was referred to this agency, the Department of Labor's Office of Chief Financial Officer (OCFO). OCFO is committed to the principles of openness and transparency in making disclosure determinations, and it is the policy of the Department of Labor (DOL) to disclose information to the maximum extent practicable. See 29 C.F.R. § 70.3.

Under FOIA, you requested:

*"The following materials related to the funding, staffing, and activities of this FOIA office:*

*1. Budget materials*

- For the years 2017, 2018, and 2019, all budget materials or plans applicable to offices responsible for processing and response to FOIA requests and appeals submitted to this Bureau and its offices.*

*2. Staffing orders/reports/contacts*

- For the years 2017 and 2018, staffing reports and plans, including the count of employee numbers and for offices responsible for processing and responses to FOIA requests and appeals submitted to this Bureau and its offices.*
  - If this report is available in a form that includes the total number of hours worked for FOIA personnel, that version would be preferred.*
  - If reports are available for each month, that version is preferred.*
  - According to this agency's "About Us" website (<https://www.doi.gov/foia/About-Us>): "The Department has decentralized its FOIA operations among 13 bureaus and offices, each of which has a Bureau/Office FOIA Officer leading its separately managed and resourced FOIA Program. Secretarial Order 3244 (November 12, 2002) anchored Bureau/Office FOIA Offices within their respective CIOs' Offices. That order was superseded by Secretarial Order 3309 (December 14, 2010), which replaced Bureau/Office CIOs with Assistant Directors for Information Resources and initiated a series of significant ongoing organizational changes as part of the Department's IT Transformation. Bureau/office FOIA Officers are responsible for tracking, managing and responding to FOIA requests for records in their organization's possession and control, and administering their organization's FOIA programs. In addition to Bureau/Office FOIA Officers, some bureaus/offices also have Regional FOIA Coordinators and Field Offices that process requests. Some bureaus/offices have their program offices (i.e., the offices whose records are the subject of the requests) prepare the responses to FOIA requests. These responses are reviewed*



*by the FOIA Officer or Regional FOIA Coordinator and the appropriate FOIA attorney (when the decision is to withhold information, make a discretionary release, or deny a fee waiver)."*

- *All staffing reports and plans for the year 2019*
  - *If reports are available for each month, such a version is preferred.*
- *Contact information, including email addresses and phone numbers (if available), for each FOIA officer currently tasked with an open public records request*

### *3. FOIA requester categories*

- *For the years 2017 and 2018, the designated category of each requester of a FOIA request to this office, including those assigned to the following categories:*
  - \* *commercial;*
  - \* *educational and noncommercial scientific institutions;*
  - \* *representative of news media requester;*
  - \* *all other requesters*
- *If this information is kept in an aggregate form including the number of requesters by fee category by year, a copy of this report will suffice to fulfill this element of the request.*

### *4. FOIA fee waivers*

- *For the years 2017 and 2018, the number of fee waivers granted by this office and, if available, the tracking numbers for the FOIA requests to which waivers were granted*

### *5. FOIA fee collection*

- *For the years 2017 and 2018, any report capturing the following information:*
  - \* *total estimated processing and copy fees quoted to FOIA requesters*
  - \* *total processing and copy fees collected by this Bureau from each fee category*
    - *If this information is kept in an aggregate form, such as a FOIA log, that material would be sufficient to satisfy the bullet points "FOIA requester categories" and "FOIA fee collection" if it captures the following information:*
      - \* *FOIA tracking number*
      - \* *requester fee category*
      - \* *amount processing and copy fees associated with the request*
      - \* *the status of the requester's payment for the request*

In response to item 1, the Department of Labor publishes the Congressional Budget Justification for DM-OCFO include budget information for the OCFO. You may find the respective records for each year on the DOL website:

2017: <https://www.dol.gov/sites/dolgov/files/legacy-files/documents/general/budget/CBJ-2017-V3-02.pdf>

2018: <https://www.dol.gov/sites/dolgov/files/legacy-files/CBJ-2018-V3-02.pdf>

2019: <https://www.dol.gov/sites/dolgov/files/general/budget/2019/CBJ-2019-V3-02.pdf>

In response to the third full bullet of item 2, you will find information related to fee collections, FOIA contacts within Department of Labor and the Chief FOIA Officers Report located at: <https://www.dol.gov/general/foia>

In response to item 3, 4 & 5, please find the Department of Labor's Annual Foia Reports for FY1996 thru 2018 at: <https://www.dol.gov/sol/foia/reports.htm>



We have searched the appropriate files and indices for information responsive to your request and determined that OCFO has no other responsive records pertaining to your request.

If you have any questions regarding the responsive records provided, you may contact me at:  
Financial Policy: [FinancialPolicy@dol.gov](mailto:FinancialPolicy@dol.gov)

If you need any further assistance or would like to discuss any aspect of your request, you may contact the DOL FOIA Public Liaison:

Thomas Hicks, at 202-693-5427, or [hicks.thomas@dol.gov](mailto:hicks.thomas@dol.gov).

Alternatively, you may contact the Office of Government Information Services (OGIS), within the National Archives and Records Administration, to inquire about the mediation services they offer. OGIS may be contacted at:

Office of Government Information Services,  
National Archives and Records Administration,  
8601 Adelphi Road, College Park, MD 20740-6001

You can also reach that office by e-mail at [ogis@nara.gov](mailto:ogis@nara.gov), by phone at 202-741-5770, by fax at 202-741-5769, or by calling toll-free at 1-877-684-6448.

You have the right to file an administrative appeal. Your appeal to the Solicitor of Labor must be received in writing within 90 calendar days of the date of this letter. The appeal must state the grounds for the appeal and may include any supporting statements or arguments. To facilitate the processing of your appeal, please include your mailing address and daytime telephone number, as well as a copy of the initial request and copy of this letter. The envelope and letter of the appeal should be clearly marked "Freedom of Information Act Appeal." Any amendment to the appeal must be made in writing and received prior to a decision. The appeal should be addressed to:

Solicitor of Labor, Division of Management and Administrative Legal Services,  
U.S. Department of Labor,  
200 Constitution Avenue, NW, Room N2420,  
Washington, DC 20210.

Appeals may also be submitted by email to [foiaappeal@dol.gov](mailto:foiaappeal@dol.gov). Appeals submitted to any other email address will not be accepted.

Sincerely,

Chris Polen  
OCFO FOIA Coordinator  
Director, Financial Policy  
Office of the Chief Financial Officer

